

Updated House Paid Internship Program Regulations and Intern Telework Policy



Sending Office: Committee on House Administration

Dear Colleague,

The Committee on House Administration (Committee) has approved new regulations governing paid interns in the House. When the House Paid Internship Program (Program) was created in 2019, the Committee adopted interim regulations and said that it would review and assess the regulations after the Program's first year. The House also recently approved new funds for the Program. In addition, the unique circumstances regarding the coronavirus pandemic have necessitated adoption of a maximum telework posture for most House offices.

In light of these considerations, the Committee adopted new regulations, effective immediately, that include the following changes:

- Each office has a Program allowance of \$25,000 per calendar year.
- Program funds may be used to pay interns who work in district offices.
- Paid interns are eligible to telework in the event of a disaster, pandemic, or other emergency, as part of an office's continuity of operations plan, provided the educational part of the internship is maintained, any work is incidental to said plan, and participation in the plan is certified by the office.
- House offices may issue paid interns House equipment (e.g. laptops, tablets, and mobile phones) which can be used to access the House network. This change is intended to permit paid interns to continue their internships even where their office may be using telework arrangements. This applies to all paid interns, whether they are paid from the Members' Representational Allowance, Program funds, or committee funds.

In light of the unique and unusual circumstances presented by the coronavirus, as well as to promote House office emergency preparedness in general, the Committee previously determined and announced that it is appropriate to permit Member and Committee offices to be able to access any remaining unspent LY 2019 funds to purchase teleworking equipment and supplies (e.g. laptops, tablets, cell phones, etc.). Offices may continue to use LY 2020 funds for this purpose, too. Paid interns may use such equipment for telework. Equipment is available for purchase from the House Office Supply Store, which you can reach at (202) 225-3321.

The core guiding principle of House internships remains the educational benefits for the intern. All interns, paid or unpaid, must perform services on a temporary basis as part of an educational plan. In prior Congresses, examples of an educational plan have included participation in the annual Intern Lecture Series, attendance at committee hearings, attendance at Congressional Research Service intern training programs, and other similar educational opportunities. Such in-person opportunities are limited at the present time. However, the Committee is working closely with its institutional partners and agencies to develop diverse and robust online educational programming. More information about that programming will be forthcoming.

The new regulations can be found on the Committee's website [here](#). Unless specifically noted, all other applicable rules and standards of conduct remain unchanged. As noted in the Members' Congressional Handbook, the use of unpaid interns is subject to regulations established by the Committee on Ethics (Ethics).

Please contact the Committee at (202) 225-2061 (Majority) or (202) 225-8281 (Minority) with any questions. For questions regarding unpaid interns, please contact Ethics at (202) 225-7103.

Zoe Lofgren

Rodney Davis

Chairperson

Ranking Member